

CHAPTER 790

BULLETIN BOARDS

1. **POLICY.** It is the policy of the Department of the Navy (DON) that civilian employees will be kept informed of major decisions affecting their employment as well as regulations and programs applicable to them. One of the means prescribed by DON regulations for carrying out this policy is that official and unofficial bulletin boards will be maintained at places where employees normally congregate or other places suitable for the general dissemination of information. The use of bulletin boards shall not, however, supplant group discussion of official information affecting civilian employees. Reading and discussion by supervisors with small groups or individuals continues to be the most effective method of communicating required information.

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Chapter.

3. **REQUIREMENTS.** Official orders with which employees in general are expected to conform should be posted on official bulletin boards. Additionally, you may obtain a listing of the required postings for official bulletin boards by visiting <http://www.hronorfolk.navy.mil/Bulletin%20Boards.htm>

Vacancy announcements, safe harbor notice, Civilian Employee Assistance Program (CEAP) poster, training bulletins, notices of meetings, social and athletic events without regard to race, color, religion, sex, national origin, age, or handicapping condition may be posted on unofficial bulletin boards. Literature of employee organizations may not violate any law and must not contain scurrilous, libelous, or slanderous material. Posting of political or civic issue petitions, letters or bulletins which may adversely affect employee productivity and morale is prohibited. HRO Norfolk should be requested to review employee organization literature prior to posting, unless other provisions are made in negotiated agreements.

4. RESPONSIBILITIES

a. *Heads of activities* shall:

(1) Provide the necessary number of bulletin boards in appropriate locations to assure that every employee has reasonable access.

(2) Appoint coordinators who will be responsible for maintaining bulletin boards.

(3) Report the number of bulletin boards by type, names of the bulletin board coordinators and any changes to the activity's administrative officer (or equivalent).

b. *Bulletin board coordinators* shall:

(1) Insure that only appropriate material is posted on bulletin boards in a neat and orderly manner.

(2) Replace and/or remove outdated material.